

**CARMEL COLLEGE OF ARTS, SCIENCE AND COMMERCE FOR WOMEN
NUVEM, SALCETE-GOA- 403713.**

**Minority Institution under Article 30(1) of the Indian Constitution
Re-Accredited by NAAC 4th Cycle with "A" Grade Score 3.25**

**Mandatory Requirement: Valid Residence Certificate for 15 years and
knowledge of Konkani essential and knowledge of
Marathi desirable.**

Category: General

Applications are invited for the following Non-Teaching Posts. Candidates who are already employed should send their applications through proper channel and shall account for break in Service, if any. Applications should reach the undersigned within 15 days from the date of publication of this advertisement. Late submission or incomplete applications will be rejected.

Sr.No.	Name of the Post	No. of Posts	Type of posts
1	Multi Tasking Staff	01	on Regular Basis
2	Librarian Grade I	01	Substitute on Contract Basis against maternity leave vacancy

Qualifications required:

For Multi Tasking Staff:

- i) S.S.C. from a recognised Board/Institution or Passed course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognised Institution.
- ii) One year working Experience

Desirable: Multi Tasking skills such as operating office machines including computers

For Librarian Grade I:

- i) Bachelor degree in Library & Information Science of a recognized University or its equivalent
- ii) Three years experience in a library recognised by the Government

Last date for submission of application for the above posts is **27/11/2024**. Candidates should attach self certified copies of mark sheets and Passing Certificates of all the examinations from SSC onwards, birth certificate, valid employment exchange registration card, latest residential certificate of 15 years and other relevant documents.

Age not exceeding 45 years (relaxable for Govt. servants upto 5 years in accordance with the instructions/orders issued by the Government from time to time)

CANDIDATES MAY KINDLY NOTE:

- Scale of Pay, Terms and Service Conditions will be as per the provisions of Directorate of Higher Education, Govt. of Goa and Goa University
- The above appointments are subject to approval of Government of Goa.
- All communications concerning the candidate's applications will be sent through the email address/mobile number provided. The right to fill up the above mentioned posts is reserved.

Date: 13/11/2024

Dr. Sr. Maria Lizanne A.C
Officiating Principal